

# **MEETING NOTICE: PARK BOARD FOR VILLAGE OF WINNECONNE**

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## **Agenda For:**

**Monday, June 6, 2016 @ 4:30 p.m. at Village Hall, Annex Location, to consider;**

Call to Order  
Public Participation  
Communication  
Approve Minutes from May 2, 2016 meeting  
Operations Progress:  
    Grounds Update – Mike Cook  
YMCA Rec Update:

## **Old Business**

Watercraft Rentals  
Winneconne Athletic Association Parks Use Agreement  
Signage for Water Front Park  
    - Chamber Sign – Discussion

## **New Business**

Winneconne Market Daze:  
    - Event Discussion  
    - Fee waiver Decision  
WACF Purchase for Splash Matt  
Skate Park Letter:  
    - Discussion  
Marble Park Trial Extension  
Multi-Use Trail to Omro:  
    - Administrator Discussion

## **Set next meeting date and adjourn**

Kirk Ruetten  
Public Works Director

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.

## PARK BOARD MEETING MINUTES

**MONDAY, May 2, 2016 @ 4:30p.m. at Village Hall, Annex Location, to consider;**  
**Board Members Present:**

1. Doug Falk	2. Jeanne Lehr
3. Lani Stanek	4. Andy Beiser (Absent)
5. Dave Reetz (Absent)	6.

### **Others Present:**

1. Kirk Ruetten DPW	2. Administrator Mitch Foster
3. Mike Cook (Grounds)	4.
5.	

Call to Order: 4:35

Public Participation: None

Communication: - Asking for Senior discount for boat parking permit  
- Not in attendance  
- Asked to look into what other municipalities do

Approve Minutes from April 4, 2016 meeting

Motion By: Lehr

Seconded By: Stanek Approved 2 / 0

### **Operations Progress: Mike Cook**

- See Attached Report

### **Old Business**

#### **Watercraft Rentals**

- Reviewed by Administrator Foster/PWD Ruetten
- Meeting with Adventure Outdoors from Appleton will report back
- Researching grant/funding options
- Rental Agreement Review

#### **Wolfrunners Snowmobile Club Parks Use Agreement:**

- PWD Reviewed

- No communication from Wolfrunners since last meeting
- Recommended to be adopted by the Village Board  
Motion made by Stanek / Seconded by Lehr carried by voice vote 3-0

Winneconne Athletic Association Parks Use Agreement:

- PWD reviewed
- Discussed removing Sovereign State weekend from agreement
- Push back to WAA for approval before going before the Village Board

**New Business**

Signage for Water Front Park

- PWD reviewed
- Beautification is looking for a park sign similar to the rest since there is none currently
- Contact school for signage
- Chamber Sign – Discussion
  - o PWD reviewed
  - o Lehr will speak with Chamber
  - o She will bring back a report

Lake Winneconne Park sign – on the corner of N. 6<sup>th</sup> Ave and Parkway – Removal

- PWD reviewed
- Recommendation of removal by beautification
- Motion by Lehr seconded by Stanek to remove sign at the corner of N. 6<sup>th</sup> Ave and Parkway carried by voice vote 3-0

River Rats baseball league fee waived – Decision

- PWD reviewed
- Option of waiving verses reducing fee
- Motion by Stanek / seconded by Lehr to approve River Rats at \$250 with \$125 of the fee being a deposit for the use carried by voice vote 3-0

Sovereign State Days Event – Discussion

- PWD reviewed
- Jordan Duaham and Dana Woods from the Sovereign State Board were present and presented their proposed changes for the event
- Additional application for Friday night music was needed
- Motion by Lehr / Seconded by Stanek to approve a waiver for the fee for the Sovereign State event. Carried by voice vote 3-0

Disabled Veterans – Park Fee waiver request – Decision

- Reviewed by PWD
- Tabled until June since they never submitted an event form or paid the fee

**Set next meeting date and adjourn** Next Meeting was set for June 6th at 4:30 P.M.

Motion to adjourn by Stanek / Seconded by Lehr Approved 3 / 0

Minutes Taken By; Mitchell W. Foster Administrator

## **Rental Equipment Agreement, Waiver and Release of Liability Kayaks, Canoe, Paddleboards Equipment**

Boat (Kayak, Canoe/SUP) and Equipment Rental Agreement between the Village of Winneconne and Public herein called, "Lessor," and the undersigned, herein called, "Renter." This agreement also constitutes a Waiver and Release of Liability, whereby the Renter agrees to release, discharge, hold harmless, defend and indemnify Village of Winneconne and its owners, agents, officers and employees from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of Renter's use of Kayaking, Canoeing or Paddleboarding Equipment, premises or facilities or Renter's participation in kayaking or paddle sports activities. By signing this document, Renter acknowledges he/she specifically understands he/she (Renter) is releasing, discharging and waiving any claims or actions that I (Renter) may have at the present time, or in the future, for the negligent acts, omissions or other conduct by the owners, agents, officers or employees of the Village of Winneconne. **Please initial each item and sign below to acknowledge acceptance of this agreement.**

\_\_\_\_\_ Renter shall obey all state, federal and local Boating Regulations, laws, ordinances and lawful directives from appropriate emergency or law enforcement personnel, while operating or renting boats or equipment from the Village of Winneconne. Renter is solely responsible for any citation or violation occurring during the use of, or as the result of using, rental boats or equipment from the Village of Winneconne.

\_\_\_\_\_ Renter represents that he/she is capable of safely operating and handling the Equipment and finds it in good working order, condition and repair. Renter represents that he/she has adequate skills, knowledge and experience to safely complete the planned activity and that adequate preparations have been made to ensure safe completion of trip.

\_\_\_\_\_ Renter shall bear all risk and responsibility of and for any and all damage, loss or theft of the rental boats and/or Equipment, or any portions thereof, including, but not limited to vandalism or theft, and shall pay the Lessor (Village of Winneconne) the full cost of repair or replacement.

\_\_\_\_\_ Renter shall return boats and equipment in the condition in which it was received. Minimum charges for repairs, labor and cleaning will be applied in the event rental boats or equipment require repair or excessive cleaning. Renter agrees to use all equipment for its designed purpose only.

\_\_\_\_\_ **RECOGNITION OF RISK:** Renter expressly acknowledges that kayaking, canoeing and Paddleboarding are activities with inherent risks of injury to persons and property. **RENTER IS AWARE OF THOSE RISKS AND UNDERSTANDS THEM.** Renter acknowledges that PFD's (Lifejackets) are made available and that **ALL RENTERS ARE REQUIRED TO WEAR PFD's/LIFEJACKETS WHILE USING RENTAL BOATS AND EQUIPMENT.** Renter understands that use of a PFD does not remove all risks of injury; nor does PFD use make Kayaking, canoeing or Paddleboarding safe activities. Renter alone has determined the sufficiency of any safety gear or other precautions that Renter decides to take to minimize the risks of the activity. No party related to Lessor, including Owner and Employees, has made any representations regarding the safety of, or the risks of, the activity. **RENTER EXPRESSLY ASSUMES THE RISKS OF THE ACTIVITY.**

\_\_\_\_\_ **RELEASE OF LIABILITY:** Renter hereby **RELEASES** Lessor (Village of Winneconne), its owners and its employees from liability for negligence and **HOLDS HARMLESS** the Lessor, its owner and its employees from any loss, expense or cost, including attorney fees, arising out of any damages or

injuries, whether to persons or property, occurring as a result of the rental or use of said boat and/or Equipment.

\_\_\_\_\_ This agreement constitutes the entire agreement between Lessor and Renter and no term may be waived or modified (including provision against oral modification) except in writing signed by both parties. There are no warranties, expressed or implied, by Lessor to Renter, except as contained herein, and Lessor shall not be liable for any loss or injury to Renter nor to anyone else, of any kind or however caused. This agreement is one of bailment only and Renter is not Lessor's agent while using said boat(s) or Equipment. The laws of the County of Winnebago and/or the State of Wisconsin shall govern this agreement.

NON COMPLIANCE WITH THE ABOVE AGREEMENT MAY RESULT IN CHARGES FOR LOSS OR DAMAGE.

I have read and understand the above. I agree to the terms and conditions as stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

\_\_\_\_\_

Driver's License Number and State:

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail:

\_\_\_\_\_

Date/s Requested: \_\_\_\_\_ Date returning: \_\_\_\_\_

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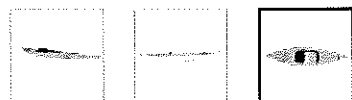
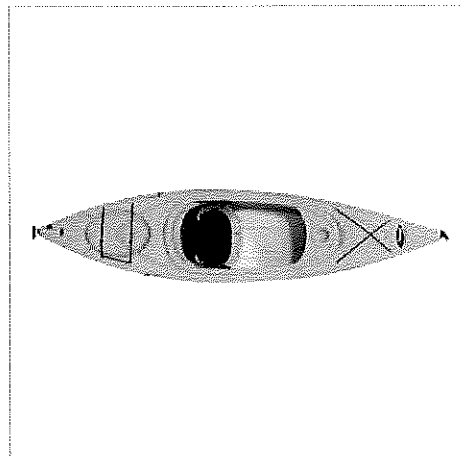
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## Description

## More Info

This 10-foot recreational kayak is perfect for first time users and more advanced paddlers thanks to its shallow v-chine hull. This hull type is stable enough to please beginners, but delivers impressive performance and maneuverability as skills improve. It has a sleek design with molded-in cockpit table and plenty of comfort enhancements.

- Length - 10 ft.
- Beam - 28 in.
- Depth - 14 in.
- Cockpit width - 23.6 in.
- Cockpit length - 51.25 in.
- Weight - 35 lbs.
- Max. capacity - 275 lbs.
- Hull material - RAM-X, a multi-layer material exclusive to Pelican, known for its high impact-resistance, its ability to regain its initial shape after violent impacts & its UV-protected exterior finish
- Adjustable footrests
- Adjustable padded backrest with seat pad
- Carrying handles
- Cockpit table with bottle holder
- Elastic bungee cord
- Storage hatch with bungee
- Color - Yellow/White
- Weight: Approximately: 37.4 pounds
- Shipping Dimensions: Approximately 121 x 28.5 x 14 inches. (LTL truck)

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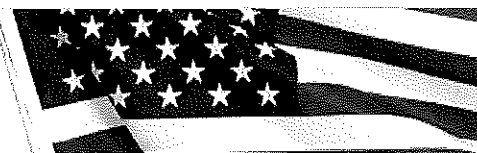
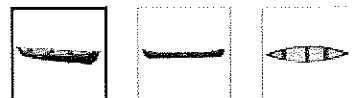
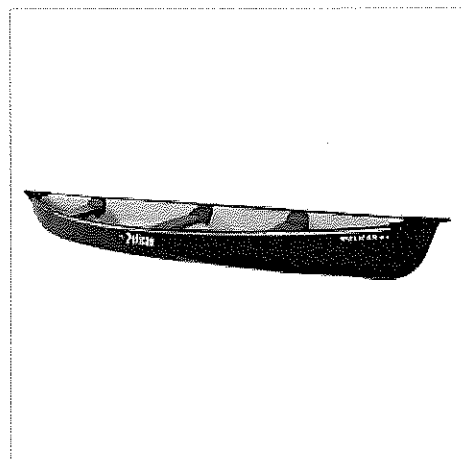
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Available in select stores only

**Description****More Info**

- 15 ft. 6 in. L x 37 in. W
- 800 lb. capacity
- Weighs 81 lbs.
- RAM-X hull is strong yet lightweight
- Aluminum gunnels with protective sleeves
- Three molded bench seats
- Drink holders
- Bow & stern carrying handles
- Vertical fishing rod holders
- Weight: Approximately: 81 pounds
- Shipping Dimensions: Approximately 194 x 40 x 15 inches. (LTL truck)

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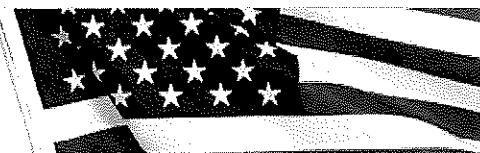
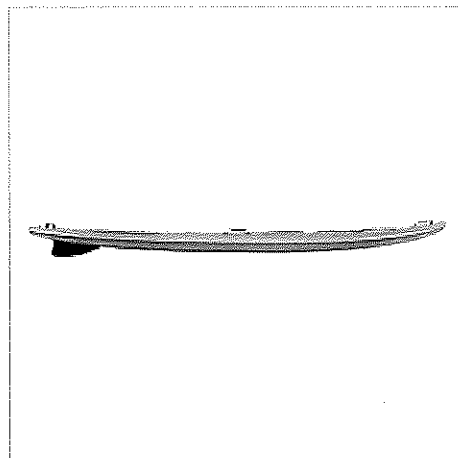
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## PELICAN FLOW 106 SUP

Online Item #: 0000000201956  
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## Description

## More Info

This easy-to-paddle flat water and light surf stand-up paddleboard is designed for superior stability. Ding-resistant construction offers exceptional durability from rocks and other hazards. It's the perfect board for touring and exploring local waterways.

- 120 in. L x 32 in. W x 6 in. H
- Capacity - 230 lbs.
- Weight - 48 lbs.
- RAM-X hull is strong yet lightweight
- 5 in. single rubber fin
- Anti-slip cushioned deck pad for secure footing & comfort
- Integrated rail ramps for additional leverage & better balance
- Elastic bungee cord
- Carrying handles
- Color - Fade Red/Yellow
- Paddle included
- Weight: Approximately: 48 pounds
- Shipping Dimensions: Approximately 126 x 32 x 6 inches. (LTL truck)

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 <b>Sun Dolphin Scout 14 Canoe</b> Color: Green Size: 14 FT. Web ID: 32953666 <a href="#">Remove</a>	<b>Ship to Address</b> Usually ships in 5-10 business days.	\$429.99	<input type="text" value="2"/> <a href="#">Update</a>	\$859.98
 <b>Lifetime Freestyle XL 98 Stand-Up Paddle Board</b> Color: Lime Green Size: 9 FT. 8 IN. Web ID: 13222057 <a href="#">Remove</a>	<input checked="" type="radio"/> <b>Ship to Address</b> Usually ships in 4-5 business days.  <input type="radio"/> <b>Pick Up In Store (FREE)</b>	\$299.99	<input type="text" value="1"/> <a href="#">Update</a>	\$299.99
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 <b>Pelican Boost 100 Kayak</b> Color: Red Size: 10 FT Web ID: 57806866 <a href="#">Remove</a>	<input checked="" type="radio"/> <b>Ship to Address</b> Usually ships in 5-14 business days  <input type="radio"/> <b>Pick Up In Store (FREE)</b>	\$299.99	<input type="text" value="1"/> <a href="#">Update</a>	\$299.99



**BACK** **FORWARD** Sun Dolphin Aruba 10 Kayak

Color: Lime  
Size: 10 FT.  
Web ID: 12669142

Remove

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\$90 Flat Rate Shipping on Lifetime Kayaks &amp; Paddle Boards! - \$55.00

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159.96

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**OMRO BUILDING CENTER INC.**

520 W Huron St

Omro, WI 54963

**Estimate****Date****Estimate #**

2/12/2016

3438

**Name / Address**

Village of Winneconne  
 PO Box 488  
 Winneconne, WI 54986

**P.O. No.****Rep**

canoe

RWC

Description	Qty	Cost	Total
Ready Crete 60#	4	4.79	19.16
6x6 Treated 12'	2	42.46	84.92
2x6 Treated 08'	4	4.75	19.00
2x6 Treated 10'	3	7.02	21.06
2x6 Treated 12'	4	9.90	39.60
4x8 Treated Plywood 1/2"	3	36.82	110.46
Central States per ft	24	2.55	61.20
19" Ridge Cap 10'6"	1	24.92	24.92
Rake & Corner 10'	2	14.50	29.00
Residential Eave Trim	2	9.69	19.38
1 1/2" Grippers per lb	2	6.93	13.86
1-1/2 pipe	3	20.00	60.00
This is an estimate; prices vary based on market conditions. This is NOT a legally binding contract between parties. Customer is responsible for final quantity.		<b>Total</b>	<b>\$502.56</b>



# VILLAGE OF WINNECONNE

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## **PARK USE AGREEMENT BETWEEN THE VILLAGE OF WINNECONNE AND WINNECONNE ATHLETIC ASSOCIATION.**

An agreement between the Village of Winneconne, WI and the Winneconne Athletic Association. (WAA) a non-profit organization, for the use of an area of land in Arthur Marble Park, and its facilities so that the WAA can carry out its Thursday night softball program for the community.

### **ARTICLE I – BACKGROUND**

1. The Village of Winneconne (The Village) owns Arthur Marble Park (Marble Park), a park approximately 43.5 parcel located on the west side edge of the Village. Marble Park is home to a four-acre swimming pond, four (4) baseball/softball fields (the “Ball Fields”), basketball courts, archery range and toddler/youth playground equipment. Two shelters are available to rent for private use (the “Shelter Facilities”), with the Large Shelter having access to the concession stand. The channel through Marble Park is a favorite fishing location and is bounded on two sides by an improved walking path, which is handicap accessible and has handicap fishing spots.
2. The Village has had a long standing informal agreement with the WAA to provide the use of the Ball Field number two (2) and half of the locked storage in the Large Shelter at Marble Park for their Thursday night softball program and scheduled practice. Based on this informal agreement, WAA has donated a monetary amount to the original large shelter construction costs, has been involved with field leveling and turf improvements, as well as has helped with field lighting improvements. The general public has enjoyed use of the Ball Fields when they have not been in use for the WAA program.
3. The Village and the WAA have now determined that it is in their mutual best interest to formalize their relationship in regard to the use and maintenance of Marble Park through the preparation and execution of a written agreement.

### **ARTICLE II – PURPOSE OF AGREEMENT**

The purpose of this agreement is to:

1. Provide the terms and conditions under which the WAA can continue to use the Ball Fields and Shelter Facility for practice, league activities and tournament play.
2. Define operational and maintenance responsibilities.
3. Identify responsibility for costs.
4. Identify a process to provide for improvements and upgrades.

### **ARTICLE III – DURATION OF AGREEMENT**

1. This Agreement shall extend for a term of three (3) years from the date the Agreement is executed by the Parties and shall allow for renewal of this Agreement after said date with approval of both Parties.

2. Prior to the expiration of this Agreement, WAA may apply to the Village for a renewal or extension. The renewal or extension will be granted only upon the written consent of the Parties, which extension agreement must be executed prior to the expiration of the previous period.
3. The Agreement shall be considered null and void if the Agreement is not renewed after the life of the Agreement.

#### ARTICLE IV – EFFECTIVE DATE OF AGREEMENT

1. This Agreement shall become effective on the date first appearing below.

#### ARTICLE V – PERMITTED USES

WAA use of Ball Fields is allowed under the following conditions:

1. The Ball Field number two (2), the crow's nest, and the Large Shelter Facility for use of the locked back storage area, shall be used and occupied by the WAA only for the purpose of permitted Adult Men's softball activities. WAA shall not use or permit the Ball Fields or large Shelter Facilities to be used for any other purpose without prior written approval of the Village of Winneconne Administrator. WAA is authorized to establish and collect reasonable fees and or donations from tournament teams to offset their operating costs.
2. Prior to May of each year, WAA will provide the number of teams and participants in its organization, along with the planned schedule of play, to the Village of Winneconne Director of Public Works. The Village of Winneconne Director of Public Works retains the right to make adjustments in field use based upon those numbers, in order to facilitate Ball Field maintenance and repairs.

#### ARTICLE VI – PERIOD OF USE

1. Use of the Ball Fields is limited to the scheduled Spring and early Summer tournament times described or established above. All use must be concluded by September 1st and any WAA use beyond that date must be requested and approved in writing by the Village of Winneconne Park Board. Approval of such request will not be unreasonably withheld. WAA shall not be responsible for maintenance and repair of the Ball Fields following the conclusion of the Period of Use.

#### ARTICLE VII – USE BY OTHERS

1. The Village of Winneconne retains the right to allow and approve Ball Fields, Shelter Facilities and Equipment use by others during the times when WAA is not scheduled to use the Ball Fields or Shelter Facilities as noted above.

#### ARTICLE VIII – PROPERTY

1. At the time of this Agreement, WAA does not own the Ball Fields, Shelter Facilities, Equipment or any improvements there to, including, without limitation, any materials, buildings, fences, backstops or other fixtures, improvements or real estate located in Marble Park. All ownership rights to such items belong to the Village of Winneconne. In the event this ownership changes, any property listed and approved by the Village of Winneconne Parks Board will remain in the ownership of the WAA until the termination or expiration of this Agreement. At the termination or expiration of this Agreement WAA shall have ninety (90) days to notify the Village of its

intent to remove all WAA owned property. WAA shall have one (1) year following the expiration or termination of this Agreement to remove its property, as provided for in section XVI.2. Any WAA property not removed shall become the property of the Village.

2. Any improvements to or expansion of the Ball Fields, the Shelter Facilities or the Equipment or any other related facilities performed by the WAA shall become the property of the Village after installation or construction is complete and the Village Board has accepted such improvement. After acceptance by the Village Board, any such improvements will be maintained by the Village.

#### ARTICLE IX – IMPROVEMENTS

1. Ball Field improvements, proposed by the WAA for installation or modification after the date of this Agreement, must be requested and approved by the Village Board. No improvements will be installed or provided by the WAA without the written permission of the Village Park Board or the Director of Public Works, after approval by the Village Board. This permission will be granted provided it can be shown the improvement will provide a benefit to the community and the WAA participants or spectators and will not detract from the appearance and function of the park.
2. WAA shall obtain any and all local, state or federal permits associated with Ball Field improvements prior to installation.
3. Any Ball Field improvements made by the WAA, either voluntary or monetary, will become property of the Village as set forth above unless otherwise agreed upon prior, in writing, by the Village Park Board. Should an improvement be made without the permission of the Village, the Village has the right to direct WAA to remove the improvement within thirty (30) days at the WAA cost. If the improvement is not removed within 30 days, the Village may remove the improvement and bill WAA for all related costs and will be entitled to full payment for those removal costs.

#### ARTICLE X – MAINTANANCE

1. Maintenance by WAA during use of Ball Fields:
  - a. Shall maintain all dirt cut out surfaces in such a manner as to keep the Ball Fields in a safe, playable condition and or return to original condition. This maintenance shall include but not be limited to, weeding, grass removal, raking, grading, removal of rocks, placement of chalk lines, installation and maintenance of nets, installation and maintenance of advertising, control of mud, and replacement of unsuitable dirt.
  - b. Shall have the right to hire a Village employee, outside of normal work hours, at their current rate, for Ball Field maintenance, during the prescribed times listed above, and use of all Village equipment related to Ball Field maintenance.
  - c. Shall maintain and manage the Large Shelter Facility (back storage area) to include regular cleaning during use.
  - d. Shall provide litter control to the Ball Field area daily or as needed, during the prescribed use times and dates, and shall keep the areas free of litter.
2. Maintenance by the Village:



- a. All maintenance provided for Arthur Marble Park is in accordance with the Village's standard practices.
  - b. The Village will supply the Field liner and filed rakes and shovels for WAA maintenance.
3. Maintenance by WAA to a higher standard than identified in Article X(2) is allowed, provided that WAA assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or Village laws and policies with regard to pesticide/herbicide use, chemical applications, and energy and water consumption.

#### ARTICLE XI – RESPONSIBILITY FOR COSTS

1. The Village will assume the costs for services noted in Article X(2); the costs of repairing or replacing facilities owned by the Village, unless damaged by WAA; and the costs of improvements determined to solely meet the general community's interests.
2. The Village and WAA will share in the costs of improvements that are determined to have benefit between WAA participants and the general community. The installation of such improvements and the amount of the shared cost will be negotiated, based on the benefit.
3. WAA agrees to give an annual donation to the Village of Winneconne Parks of \$800.00 or \$100.00 per team (if less than eight teams signed up). This can be used by the Village for improvements to the Ball Fields or Shelter Facilities only, unless improvements and or cost sharing is approved prior to May 1<sup>st</sup> of that year.

#### ARTICLE XII – PARKING AND TRAFFIC CONTROL

1. During Ball Field use, WAA will assign as many members of the organization as necessary to manage and control parking to pavement areas only, and to keep fire lanes and access for emergency vehicles clear.

#### ARTICLE XIII – RULES, LAWS, AND ORDANANCES

1. WAA agrees to abide by and uphold the policies and ordinances of the Village of Winneconne and the laws and regulations of the State of Wisconsin, including those which regulate the operation of food and beverage serving facilities.

#### ARTICLE XIV – RIGHT TO ENTER

1. The Village shall have the right to enter the Ball Fields or Shelter Facilities during WAA use for any reasonable purpose to include, but not limited to, safety inspections and ensuring code compliance.

#### ARTICLE XV – TERMINATION

1. This Agreement may be terminated by either of the Parties following the giving of ninety (90) day's written notice of the Party's intent to terminate.
2. Upon termination, for any reason, any property in the possession of the other Party, which was provided by the Village or WAA, shall be returned to said Party.



3. Failure to fulfill the terms, conditions, and obligations of this Agreement by either Party may be determined to constitute a breach of the Agreement, giving rise to termination of the Agreement after written notice of such breach and failure to cure within 30 days of such notice.

#### ARTICLE XVI – SCHEDULED MEETINGS

1. By April 1 of each year, the WAA President shall meet with the Village Administrator for the purpose of reviewing and planning; identification of WAA numbers of participants and scheduled dates of play; maintenance needs; planned improvements; concerns and policies and practices to be followed.

#### ARTICLE XVII – INTERPRETATION

1. This Agreement has been and shall be constructed as having been made and delivered in the State of Wisconsin, and it is mutually agreed and understood by both Parties that this Agreement shall be governed by the laws of the State of Wisconsin. Venue for any legal action pursuant to this Agreement shall be in the circuit courts of Winnebago County.
2. In the event that a dispute requires interpretation or enforcement of this Agreement, the prevailing party shall be entitled to receive payment for attorney's fees.

#### ARTICLE XVIII – AMENDMENTS/MODIFICATION

1. The provisions of this Agreement may be amended only upon the mutual consent of the Parties shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both Parties.

#### ARTICLE XIX – ENTIRE AGREEMENT

This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned herein.

#### ARTICLE XX – RATIFICATION

1. Acts taken in conformity with this Agreement prior to their effective date(s) are hereby ratified and affirmed.

#### ARTICLE XXI — NOTICE

1. Any notice required by this Agreement shall be considered made when delivered in writing to the following via personal delivery, certified mail, email (if any email address is provided below or facsimile (if a facsimile number is provided below):

The Village:	Village of Winneconne c/o Village Administrator 30 S. First St. Winneconne, WI <a href="mailto:administrator@winneconnewi.gov">administrator@winneconnewi.gov</a>
--------------	---

WAA	Winneconne Athletic Association. c/o
-----	---

IN WITNESS THEREOF, the Village of Winneconne and the WAA have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Village of Winneconne

Winneconne Athletic Association.

By: \_\_\_\_\_

By: \_\_\_\_\_

John Rogers Village President

President of the Board

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Jacquin Stelzner, Village Clerk

Vice President of the Board



## Village of Winneconne Events Checklist

An event is defined as activity, gathering, or competition in which a group or individual pays a fee to the sponsor in order to attend/participate and the event utilizes the Village of Winneconne parks, buildings, streets, equipment, barricades, manpower, or facilities.

A sponsor is any individual, group, organization, company, non-profit or other arrangement that holds an event within the Village of Winneconne.

Event Name: Winneconne Market DAZE  
 Date of Event: 6/12-9/4 Time of Event: 10 AM - 1 PM  
 Village Facilities involved (provide map if involving streets): Water Front Park

Sponsor/Contact Person: Joanne Lehr  
 Address: 403 S. 1<sup>st</sup> Ave. Winneconne WI 54986  
 Phone Numbers: 706-0136

### Public Works Department:

Are you requesting any traffic control devices (no parking, stop, directional, barricades, cones) Y ☒ N

How many? \_\_\_\_\_

When and where do you request them? \_\_\_\_\_

Are you putting up a tent for your event? Y ☒ N

If so, have you contacted Diggers Hotline (811) to mark underground cables? \_\_\_\_\_

Acknowledged by Public Works Director: \_\_\_\_\_

### Parks Department:

Are you utilizing any public parks or park facilities? Y ☒ N

If so, which one(s), date and time?

Water Front Park, 6/12 - 9/4 10-1

Have you obtained a park facility permit? Y ☒ N

*Park facility permits are available at Village Hall on a first come, first served basis. It can be obtained by stopping by Village Hall with appropriate facility fees.*

Do you require additional garbage cans? Y ☒ N

Dumpsters are available through Advanced Disposable Services – 685-6666

Are you providing additional rest room facilities/port-a-potties? Y ☒ N

Do you require access to electricity? Y ☒ N ?

How much and where? \_\_\_\_\_

Acknowledged by Facilities Caretaker/ Leader: \_\_\_\_\_

Police Department

Do you plan to stop traffic temporarily or long term? Y ☒ N

When and how long? \_\_\_\_\_

By what means? \_\_\_\_\_

Do you need a police officer to direct traffic? Y ☒ N

NOTE: There is a fee for additional officers

If so, how many, when and where do you need them? \_\_\_\_\_

Are you planning on closing off a street? Y ☒ N

If so, which street(s) and for how long? (Be specific): \_\_\_\_\_

Have you obtained a street closure permit? Y ☒ N

*If street usage is necessary, provide a map depicting the route for the event.*

*Street closure requires a separate permit and is available at the Police Dept. It can take up to four (4) weeks to obtain (requires Village Board approval). Closure of State Highway 116 also requires a DOT permit, available at the Wisconsin DOT website: <http://www.dot.state.wi.us/forms/docs/dt1479.doc>*

Are you selling anything that might require a State approved Seller's Permit? Y ☒ N

Does your activity require the relaxing of the Village's Noise Ordinance? Y ☒ N

*Village Ordinances require all amplified music be turned off by 11:00pm.*

Are you selling alcoholic beverages that require a temporary liquor license? Y ☒ N

*Temporary Liquor Licenses require Village Board approval. Please apply four (4) weeks in advance of your event.*

Acknowledged by Police Chief: \_\_\_\_\_

---

Provide certificate of insurance for the Event listing Village of Winneconne as additional insured to Village Administrator.

# WINNECONNE PARKS FACILITIES USE PERMIT

Type of Event: Winneconne Market Daze

Person in Charge/Contact Person: Jeanne Lehr

Address: 403 S. 1st Ave, Winneconne

Daytime Phone: 706-0136 Alternate Phone: 573-0099

Reservation Date: 6 Sundays 6/12/16 thru Day of Week: Sunday

Est. Attendance: 9 4 16 Est. Arrival Time: \_\_\_\_\_

## Lake Winneconne

☐ Small Shelter

☐ Large Shelter

☐ Barn

☐ Gazebo

## Waterfront Park

☐ Pavillion

☒ Event

## Marble Park

☐ Small Shelter

☐ Large Shelter

## RESPONSIBILITIES OF THE PERSON IN CHARGE/CONTACT PERSON:

- A. The individual designated as the Person in Charge in this Use Permit must be at least 18 years or older in order to reserve a facility. Throughout the event, the Person in Charge is held responsible for the preservation of order, noise control, shelter clean-up and any damage that has occurred.
- B. Keys are required to access the shelters. **Key pick-up required.** Keys must be picked up at the Village Office prior to the Event by the person in charge/contact person listed above. **Access to the shelter is allowed on the Reservation Date only.** Please see item 2 on the Terms of Reservation sheet.
- C. Use of the Village Park shelters is subject to municipal ordinances and can be terminated at the discretion of the Village Police Department if any term of the Use Permit is violated or when public safety is threatened.
- D. The Village Parks Use Permit is recognized as proof of reservation. While occupying the shelter, the Person in Charge is to have this Use Permit in their possession.
- E. I acknowledge that I have received and read the Terms of Reservation.

Jeanne Lehr  
Signature

\$650.00

## OFFICE USE ONLY

Today's Date \_\_\_\_\_

Received by: \_\_\_\_\_

FEE \$ \_\_\_\_\_

☐ Cash ☐ Check# \_\_\_\_\_

June 2, 2016

To the attention of the Winneconne Village Administrator:

I Jeanne Lehr, have been asked by a member of the Chamber of Commerce if I would undertake the job of putting a working farmer's market together. Being that is something I would like to see in Winneconne, I accepted.

Being at their location last year and at the time and dates it was active, it was not very successful. Closing First Street was suggested, but I took it a step further and suggested that we have it in Water Front Park so that we could capitalize on the massive boat traffic on Sundays and that there were electrical outlets available if needed.

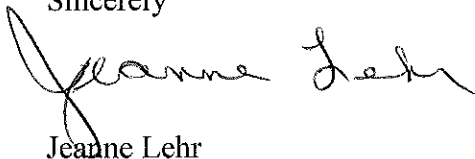
My purpose in mind for the newly named Winneconne Market Daze is to utilize the Water Front Park to its maximum capabilities. Besides having vendors of produce, food, merchandise and crafts, I hoped to showcase local entertainment. I would also like the use of the Pavilion so that I can offer it to Non-Profit organization to hold brat fries. This would be a combination of cooperation from the community, the school, the Village and various groups and committees. Not a single person does a Market Daze make.

Being that this will be a community venture and something new and untried, I am not charging the vendors this year. I would like to get the vendors in the habit of coming to Winneconne on Sundays and the boaters and community use to going down to the Park to see what was going on. Since this is a no income project, I am asking the Park Board to waive all fees for the Park and the Pavilion. Next year I hope to be able to charge the vendors in order to pay for Park rental.

As I needed to have a sponsor for purposes of permits and insurance, the Chamber has offered to sponsor the Market Daze by the use of their permits and a financial donation for startup expenses.

The success of this venture depends on waiving this year's rental fees and the input of all concerned.

Sincerely

A handwritten signature in cursive script that reads "Jeanne Lehr". The signature is written in dark ink and is positioned above the printed name.

Jeanne Lehr

Micaiah Schreiner  
630 Meadow Ln.  
Winneconne, WI 54986

May 12, 2016

Village Hall  
30 S. 1<sup>st</sup> Street  
Winneconne, WI 54986

Dear Village Board,

My name is Micaiah. I am in second grade. In Social Studies I am studying communities and how they change over time.

I was thinking about what changes I would like to see in Winneconne. I would like if we had a skate park in our town.

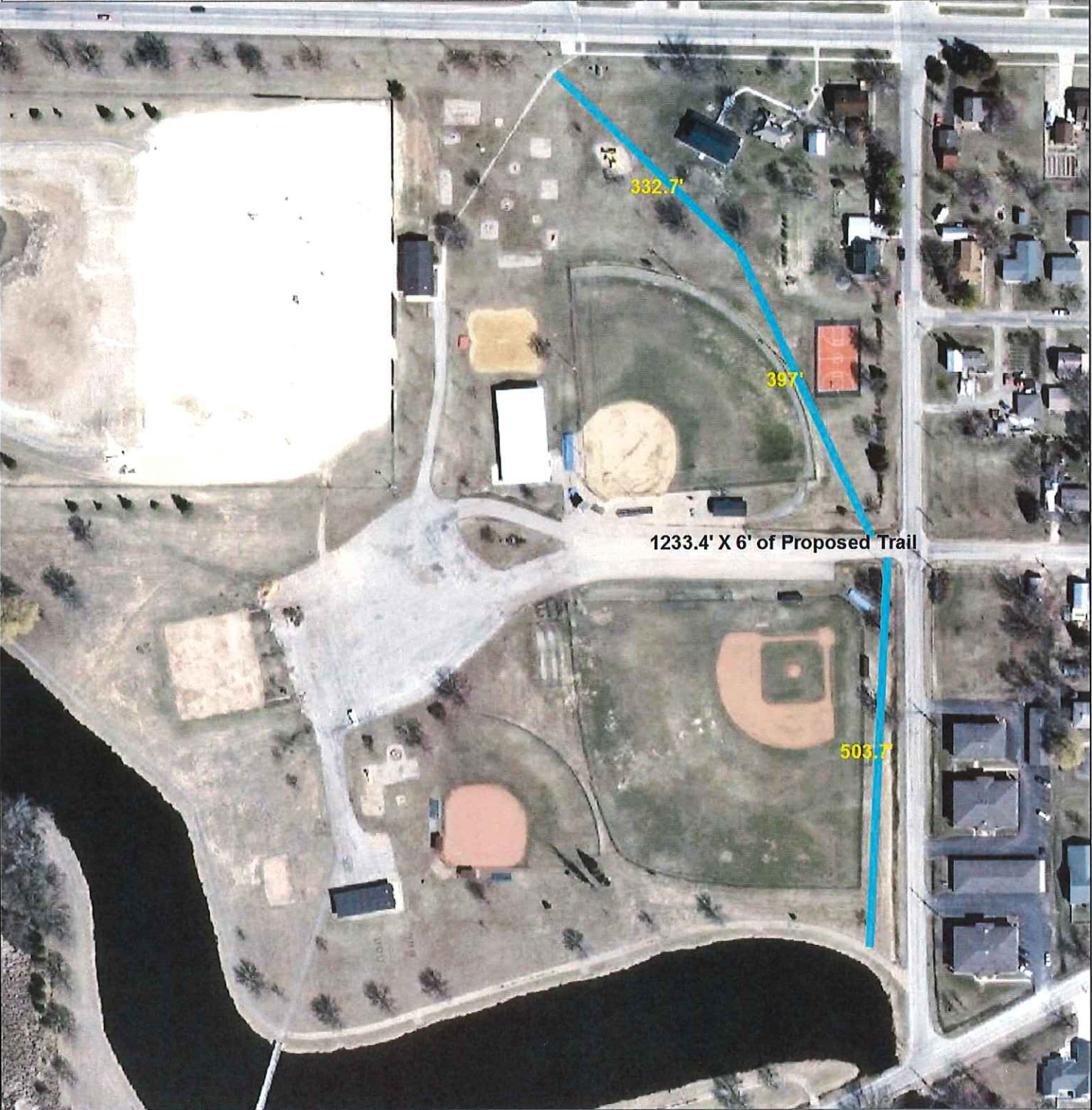
Sincerely,

micaiah schreiner

Micaiah Schreiner



<Title>



McMAHON  
ENGINEERS ARCHITECTS

### Utilities Data

	Water Main		Hydrant		Catch Basin
	Storm Main		Storm Manhole		System Valve
	Sanitary Main		Sanitary Manhole		Outlet
	Culverts		Record Drawings		

### Land Base Data

	Water Body		Pin & Owner		Municipal Boundary
	Roads		Contour Interval		

Data Sources: Utility Data, Field and/or Aerial Photography, and/or other sources. Data is provided as is. No warranty is made for the accuracy or completeness of the data. The data is provided for informational purposes only. The data is not to be used for any other purpose. The data is not to be used for any other purpose. The data is not to be used for any other purpose.

Disclaimer: The data is provided for informational purposes only. The data is not to be used for any other purpose. The data is not to be used for any other purpose. The data is not to be used for any other purpose. The data is not to be used for any other purpose. The data is not to be used for any other purpose.

03/23/2016  
Scale 1:2000





Building a Better World  
for All of Us®

April 29, 2016

RE: Proposal for Trail System  
Village of Winneconne  
SEH No. P-WINCO 136562

Mr. Mitchell W. Foster, MPA  
Village Administrator  
Village of Winneconne  
30 South 1st Street  
Winneconne, WI 54986

Dear Mr. Foster:

The Village of Winneconne continues to show a commitment to the preservation and continued growth of your unique community. The opportunities offered by your upcoming trail system projects will keep that commitment moving forward. Partnering with the right engineering firm is key to those efforts. You deserve a multidisciplinary, proven partner who understands the unique aspects of trail projects and who is committed to service excellence.

Short Elliott Hendrickson Inc. (SEH®) is excited at the opportunity to partner with the Village in these efforts. In partnership with SEH, you will receive cost-efficient, client-centric and technically sound solutions. We are confident that the Village will find SEH to be the right choice for this project based on the following factors:

**Custom-built strategies and support.** The requirements of these exciting trail system efforts are dynamic. We recognize that this trail system will provide a balance of infrastructure, aesthetics, function, transportation and recreation. With that in mind, the Village will need an engineering partner to work together with you to understand your goals and form a strategy that is unique to this project. SEH understands the importance of maintaining open lines of communication and finding the best approach for you as we put our extensive resources to use on your behalf.

**Depth of resources.** SEH is a multidisciplinary Company with a broad selection of technical and specialty services. With a strong local presence close to the Village, SEH is able to quickly mobilize our staff and dedicate the resources necessary to deliver quality products on time and cost-effectively. We offer comprehensive, full-service engineering to our clients. Our team is available to assist you with projects beginning with the early planning stage all the way through construction, while balancing a variety of public interests and perceptions.

**Collaborative approach.** At SEH, we approach our work on your behalf as a true partnership between our team, your staff, and the residents and businesses that rely on the services and infrastructure in your community. The Village will benefit from the fact that we recognize the importance of aligning our professionals such that we truly serve as an extension of your staff, with the same attention to detail and commitment to the betterment of the community that you expect from your employees.

The SEH team is poised and ready to begin work, and we appreciate the chance to build a partnership with the Village of Winneconne. Please contact Alex at 920.380.2911 or [asaunders@sehinc.com](mailto:asaunders@sehinc.com) or Kristen at 920.380.2800 or [kfuller@sehinc.com](mailto:kfuller@sehinc.com) with any questions you may have regarding our submittal.

Respectfully submitted,

Alex Saunders, PE  
Project Manager

Kristen Fuller, PE, LEED GA  
Project Engineer

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 4719 Shelburne Street, Suite 6, Bismarck, ND 58503-5677  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 701.354.7121 | 888.908.8166 fax

# Company Overview

## Company History

Short Elliott Hendrickson (SEH®) is a full-service, employee-owned professional services company comprising more than 750 engineers, architects, planners and scientists located in offices across the nation. Our collective purpose and body of work is focused on **Building a Better World for All of Us®**. "Building a better world" embodies our commitment to an increased quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. "For all of us" means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve, and citizens of the world.

We've stood the test of time. In business for 88 years, some of our clients have been with us for our entire history. The clients we serve include government agencies – local, state, regional and federal. We also work with industrial and commercial businesses, and commercial, industrial and residential developers. You'll find our clients spread across the United States, with evidence of our work in 42 states.

With a background in LEED, Light Imprint New Urbanism and SmartGrowth strategies, we bring a fresh perspective to a complete range of projects – downtown streetscapes, highway interchanges, public plazas, riverwalks and more. This experience includes waterfront capabilities, water resources and stormwater management, and construction management to cover all aspects of a project. Balancing project, community and user needs, we design artful places and functional green spaces that also improve economic, environmental and social buoyancy. From concept through design and construction, SEH helps clients achieve their goals and make a lasting contribution to quality of life.

**From idea through completion.** As a multidisciplinary company with in-house professionals at every phase of a project lifecycle, we are capable of moving complex projects from idea through completion. Whether you prefer the traditional design-bid-build method, favor design-build services or prefer a hybrid approach, we can accommodate your project needs.

**Project funding.** Our services extend beyond engineering, architecture and planning. We also help our clients secure funding for their projects. Our community development and project funding services include grant writing, funding research and analysis, grant administration and prevailing wage compliance.

**Sustainability.** We believe in Building a Better World for All of Us®, which means we design and build for the future. Our professionals, which include Envision™ certified and LEED-accredited staff, can help you benefit from best practices in sustainable planning, design and material selection.

## SUMMARY OF SEH SERVICES

- Airport Planning and Design
- Architecture
- Bridge Design and Inspections
- Civil Engineering
- Community Planning
- Construction Services
- Dams/Levees/Reservoirs
- Drinking Water
- Energy Sources
- Community and Economic Development
- Environmental Services
- Flood Management
- Geographic Information Systems
- Geotechnical Engineering
- Highway Design
- Land Development
- Landscape Architecture
- Landscape Design
- Mechanical/Electrical
- Municipal Services
- Natural Resource Sciences
- Parks and Trail System Planning and Design
- Planning
- Plazas and Public Spaces
- Protective Coatings Management
- Private Industrial Design
- Rail System Design
- Right-of-Way Services
- Site Design and Development
- Solid Waste Management
- Stormwater Management
- Streetscape Design
- Structural Engineering
- Surveying
- Traffic Engineering
- Transportation Planning
- Urban Design
- Visual Quality Management
- Wastewater
- Water Resources
- Watershed Engineering
- Wetland Services
- Zoning Administration

# Work Plan

## Project Understanding

In discussion with the Village Administrator, we learned that the rail line, formerly Milwaukee and St. Paul Railroad, was abandoned around 1976 and the associated easement was reverted to the neighboring property owners. Upon the abandonment of the rail line, there was some initial interest by the community to turn this corridor into a recreational trail. In order to proceed with construction of the trail, the Village needed each of the affected property owners to agree with the proposed trail and associated construction. Unfortunately, the Village was not able to garner enough support. However, in the four decades that have passed, the Village of Winneconne residents and community members have expressed growing interest in resurrecting this 4-mile trail plan.

Bicycling, walking and trail use are becoming increasingly popular in Wisconsin. In stride with the state, Winneconne residents and community members have expressed growing interest in resurrecting this trail plan not only to enjoy amongst themselves, but to provide as a regional tourist destination.

This effort to produce a preliminary trail plan and budget is a smart and forward-looking investment. Winneconne's commitment to pursuing bicycle and pedestrian-friendly accommodations is a testament to their desire to increase the quality of life for each of their residents. An example of this is the fact that the Village is already engaged with Winnebago County to develop a bike and pedestrian project. Implementation of this plan will reap rewards for years to come, and SEH is excited to pursue this opportunity with the Village of Winneconne, as it embodies our motto of Building a Better World for All of Us®.

This plan will provide existing conditions, opportunities and constraints, recommendations, and an engineer's estimate to complete the project.

## Project Approach

Our team will establish a baseline of existing conditions for the proposed trail location. Existing conditions may include, but are not limited to, an inventory of environmental resources, structure crossings and utility conflicts. This project includes data collection by field observation and utilizing public data/information. We will also review the proposed trail termini to identify logical termini and

options to connect the trail to existing infrastructure. Our interpretation of this effort does not include a public involvement approach. However, SEH has the capability to include this if needed.

In several discussions with the Village Administrator, we understand that funding the program will be key. SEH regularly assists communities to secure federal and state funding and will be happy to assist in providing viable options. Funding sources range from federal TIGER grants and MAP-21 funds to state, regional, local and private sources. Andrew Dane specializes in identifying funding alternatives for our projects and clients.

Our goal is to help the Village of Winneconne fully understand the critical factors for the implementation of the trail. SEH is prepared to assist in developing a preliminary model that will help the Village forecast a long-term funding plan and identify potential funding sources.

SEH estimates that this effort will require \$6,000 in engineering fees. However, SEH is willing to revise the level of effort to satisfy any budget restrictions for this project.

## Tasks

As project manager, **Alex Saunders** will serve as main point of contact and be responsible for keeping all aspects of the project on track and review of the project cost estimate.

As assistant project manager and project engineer, **Kristen Fuller** will be responsible for field review, typical trail cross section development, preliminary trail layout and cost estimates.

**Ryan Van Camp** will serve as water resources engineer and be responsible for preliminary design review.

**Andrew Dane** will be responsible for identifying funding options for the project.

**Gregg Calpino** will serve as landscape architect and planner; he will review connectivity and trail amenities for this trail system project.

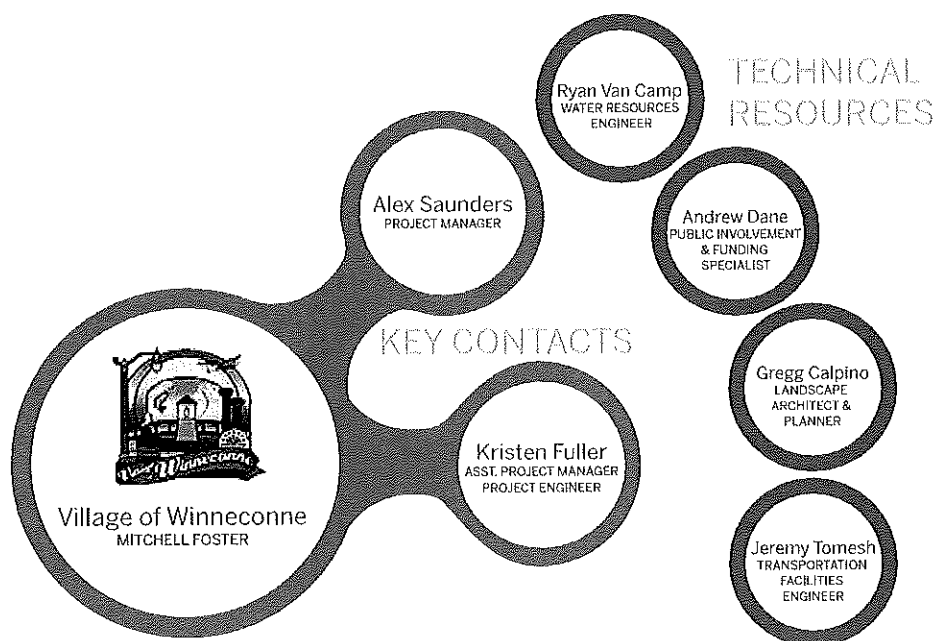
**Jeremy Tomesh** will serve as transportation facilities engineer and will provide input on the conceptual layout and final report.

# Project Team and Experience

The Village of Winneconne has long recognized the significance of trail linkages from downtown centers, communities and surrounding areas as functional alternative transportation routes offering both recreational and health benefits. For many communities, a multi-use trail system functions as an amenity that serves a wide range of users including bicyclists, walkers, joggers, people using mobility devices (such as wheelchairs) and children. The trails can also provide transportation alternatives in addition to recreational uses.

SEH has developed a team of experienced engineers, landscape architects and planners who understand the significant impact these multi-use trails have on connecting communities. The following organizational chart and personnel biographies illustrate the team and staff members who have been specifically dedicated for the project, demonstrating their qualifications and relevant experience. You can find their resumes in the Appendix to this proposal.

## Team Organizational Chart



## Key Contacts



**Alex Saunders** PE  
Project Manager

**As project manager, Alex will serve as your primary contact and be responsible for quality of deliverables, adherence to schedule and budget, and overall communications.** Alex is a senior professional engineer with experience in roadway and municipal design and construction. Currently Alex is working as a management consultant for the WisDOT Northeast Region Local Program. He has worked as both a city engineer for Stevens Point, Wisconsin and as a consultant working on municipal roadway design, trail design, construction management, development reviews, stormwater compliance, subdivision design and layout, parking lot design and LED lighting projects. Alex has experience in a wide range of municipal design projects and functions and has conducted these designs as both a consultant and as a city engineer. He brings experience in interpreting and applying the *Wisconsin Bicycle Facility Design Handbook* and the *Wisconsin Guide to Pedestrian Best Practices* to projects to ensure trails are accessible to all members of the community and that they comply with the American Disabilities Act requirements.



## Kristen Fuller PE, LEED GA

Assistant Project Manager | Project Engineer

**As trail designer, Kristen will be responsible for the initial field investigation, conceptual layout and preparation of final report.** Kristen is proficient in all relevant design software systems and, as Appleton's lead construction inspector, brings a constructibility perspective to this job. She is a project engineer with experience in design and construction. Kristen's experience includes six years in the Air Force where she managed the design and construction of facility improvements and infrastructure upgrades. Kristen is the lead construction inspector out of SEH's Appleton office and has worked with both the Wisconsin Department of Transportation and local municipalities. In addition to her work in the field, Kristen has project management experience including preparation of agency permits, project planning and design, and engineering calculations.

## Technical Resources



## Ryan Van Camp PE

Water Resources Engineer

**Ryan will be responsible for preliminary design review and stormwater review for this project.** Ryan is a project manager and senior water resource engineer with 17 years of experience in civil and water resources engineering and management with an emphasis on evaluation of hydrologic and hydraulic systems affected by development and rehabilitation. Ryan regularly serves as task manager for flood studies, stormwater management planning, conducting design review services, completing civil and site designs, and coordinating permitting for construction, utilities, waterways and wetlands. He has also been the project manager for design and construction of municipal and transportation infrastructure, including streets, utilities, and drainage systems, and has noteworthy experience with construction materials testing, environmental assessments and subsurface investigations.



## Gregg Calpino LA, LEED AP BD+C

Landscape Architect and Planner

**Greg will oversee trail planning and will work closely with our multidisciplinary team to incorporate aesthetic design elements for the project.** Gregg is a landscape architect with more than \$200 million in built master plans for parks and civic spaces. His planning and landscape architecture experience includes serving as project director and designer for major master planning, design and renovation projects throughout the Midwest. His areas of expertise include parks and open space, trails and greenways, waterfronts, streetscapes, sub-area and corridor plans and community planning and involvement. Gregg has a demonstrated ability to lead complex, multidisciplinary projects with aggressive schedules and budgets and has proven success at guiding these projects through the public and stakeholder engagement process.



## Andrew Dane AICP

Public Involvement and Funding Specialist

**Andrew will identify funding and grant opportunities available to the Village of Winneconne.** Andrew brings several years of successful community development experience assisting both rural and urban communities as well as private businesses. He is a highly skilled and confident group process leader and facilitator, with extensive experience designing and leading public participation and community engagement processes. Andrew specializes in project planning and design related to downtown and neighborhood revitalization; community planning and economic development; and recycling, solid waste and renewable energy planning.



## Jeremy Tomesh PE

Transportation Facilities Engineer

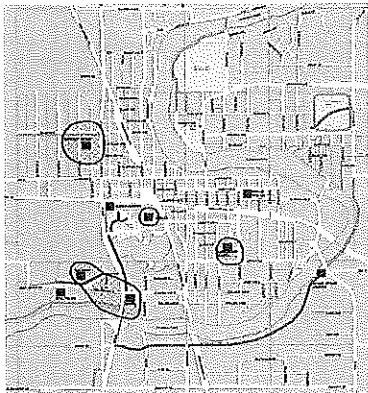
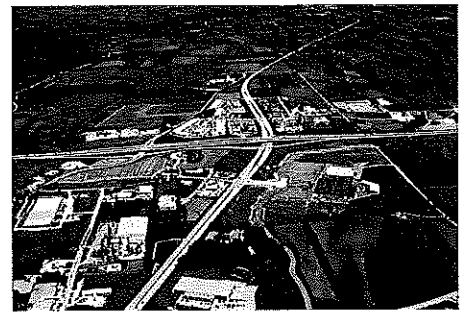
**Jeremy will assist Kristen in the development of conceptual layouts and provide input on the final report.** Jeremy provides a deep knowledge of multi-use trail design as it relates to the *Wisconsin Bicycle Facility Design Handbook* and *Wisconsin Guide to Pedestrian Best Practices*. He is a senior professional

engineer with transportation and civil engineering experience including planning, design and construction of highway projects. Jeremy brings technical expertise in areas of project management including planning, project scoping, budgeting and scheduling. He previously worked for the WisDOT and has extensive experience and knowledge with WisDOT cost share policies, technical and administrative laws, and design software systems (Civil 3D, AutoTurn, MicroStation).

## Relevant Project Experience

### STH 26 Bike Route - Rock, Jefferson and Dodge Counties, Wis.

SEH teamed up with Rock, Jefferson and Dodge counties to conduct a 12-month study to identify bike routes parallel to a 45-mile stretch of STH 26. In particular, the study included extensive coordination with local stakeholders and County staff to develop a system that was compatible with existing bicycle facilities and plans. Additional components of this project included workshop facilitation, identification and evaluation of potential bike routes, preparation of the final report, and dedicated participation in local stakeholder outreach meetings.



### Ladysmith Bike and Pedestrian Plan - Ladysmith, Wis.

SEH developed a bike and pedestrian plan for this small but progressive city in northern Wisconsin, which sought to develop and promote multimodal facilities. Once typically reserved for larger urbanized and suburban communities, the concept of a community bike/pedestrian plan fit with the City's goal to make all important destinations in the community accessible to those who travel on foot and bicycle. The City also set a goal of promoting walking and bicycling as a way of experiencing important physical and mental health benefits that go above and beyond the transportation benefits. Economic development and the promotion of fitness-friendly tourism were also included in the community's vision. SEH successfully integrated all of the City's goals while developing a high level of local ownership and consent for the project through innovative outreach activities.

### Wolf Lake Regional Park, Trails and Boardwalk - Hammond, Ind.

SEH has been collaborating for more than 10 years with the Hammond Port Authority and the City of Hammond, involving multiple stakeholders and multiple design disciplines to reconnect the community with the shore of Lake Michigan. The primary goal was to "optimize the recreational potential of the open space surrounding Wolf Lake, including Forsythe Park and Wolf Lake Park." A series of improvement projects has taken place since the adoption of the master plan. This project features more than 6 miles of multi-use waterfront trails on reclaimed industrial lands and utility corridors, precast concrete boardwalk with decorative steel railing, new playground areas and splash pad park, conservatory and formal gardens, 5,300 sq. ft. multi-use performance pavilion, improved access to Wolf Lake, and native plantings and shoreline restoration.

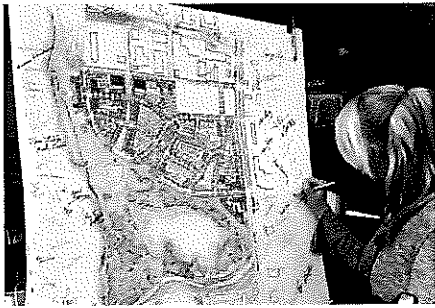


## Innovative Community Engagement

### Multi-Day Community Charrettes

At SEH, we're continuing to improve our approach to community engagement as we research and implement more effective methods. One such method is the NCI Charrette System. Unlike other consensus-building processes that last months, the NCI Charrette System features an accelerated period - between three and ten days - where community members, project officials and technical professionals work closely together in groups to discuss options and work through design challenges.

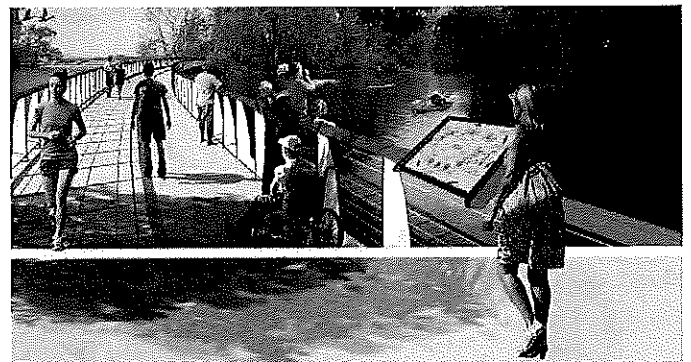
#### Riverside North Charrette – La Crosse, Wis.



Using a seven-day charrette, SEH and the City of La Crosse, Wis. were able to actively collaborate with stakeholders in their community's riverfront redevelopment planning and design project.

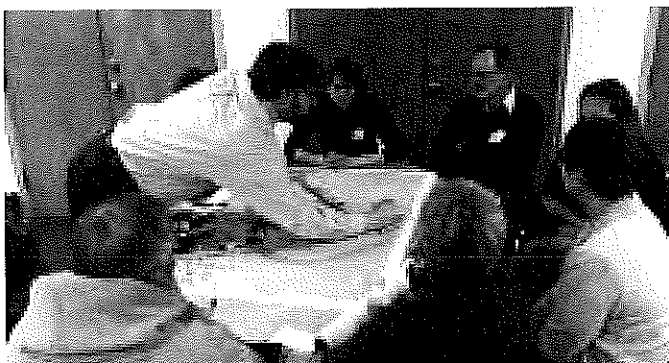


#### Great River Landing Charrette – Onalaska, Wis.



During the three-day charrette, SEH led the public through the interactive "Sim Waterfront" game and creating 3D renderings to help participants visualize a variety of design features for the Great River Landing planning and design project.

#### Downtown Riverfront Park Charrette – Chippewa Falls, Wis.



The two-day charrette in Chippewa Falls, Wis. yielded a community-supported plan for their new downtown riverfront park.



# Appendix



# Alex Saunders PE

Project Manager

Mr. Saunders is a senior professional engineer with experience in roadway and municipal design and construction. Currently Alex is working as a management consultant for the WisDOT Northeast Region Local Program. Alex has worked as both a city engineer for Stevens Point, Wisconsin and as a consultant working on municipal roadway design, construction management, development reviews, stormwater compliance, subdivision design and layout, parking lot design and LED lighting projects. Alex has experience in a wide range of municipal design projects and functions and has conducted these designs as both a consultant and as a city engineer.

## RELEVANT EXPERIENCE

### **Local Program Management Master Contract (WisDOT Northeast Region) – Green Bay, Wis.**

Northeast region local program management Consultant since April, 2014. Alex has worked with local communities on non-traditional transportation projects to assist them with project delivery in accordance with state and federal requirements. The most common projects included in this program are bicycle and pedestrian trails and facilities.

## EXPERIENCE PRIOR TO JOINING SEH

### **EM Copps Drive Extension – City of Stevens Point, Wis.**

Designer and project manager for the construction of approximately 0.25 miles of EM Copps Drive within the City of Stevens Point. Utilities on the project consisted of lighting, lighting cabinet and associated conduit, water main, 24 in. sanitary sewer main, multi-use pathway, and storm sewer and associated structures. Alex completed roadway, trail and utility design for 0.25 miles of urban construction including all utilities for a new industrial park roadway segment. He designed LED lighting to comply with Illuminating Engineering Society standards reducing future energy consumption. He managed construction and design of the project which had to be completed in 2013 prior to November shut down of the local asphalt plant. The project was first brought to the engineering office in the third week of August 2013 and demonstrates Alex's ability to deliver projects on compressed timelines.

### **Strong's Parking Lot Designs – City of Stevens Point, Wis.**

Designer for a new parking lot and the installation of a new connector street with bicycle accommodations in downtown Stevens Point. The project was done with funding through a CDBG grant and occurred as part of a downtown revitalization plan for the downtown on the former mall property. The project included curb and gutter, signage, pavement marking, excavation, base aggregate, asphaltic pavement, sprinkler system modifications and the development of a lighting plan that included a mix of decorative and traditional fixtures including LED lights and lighting cabinet design.

### **Portage County Business Park Bicycle and Pedestrian Trail – City of Stevens Point, Wis.**

Designer and project manager for the construction of a multi-use path connection between a City Street and the County Business Park. The project provided a bicycle and pedestrian linkage underneath STH 51 and reduced the travel length for bicycle and pedestrian commuters by over 2 miles. The project consisted of retaining walls, culverts, base coarse, asphaltic surface, and way finding signage. In addition to the path the project included the creation of bicycle lanes on existing streets in the business park.



## SEH OFFICE LOCATION

Appleton, Wis.

## YEARS OF EXPERIENCE

SEH: 1

Industry: 17

## EDUCATION

Bachelor of Science  
Civil Engineering  
Marquette University  
Milwaukee, Wis.

## PROFESSIONAL REGISTRATIONS

Professional Engineer in  
Wisconsin

## PROFESSIONAL ASSOCIATIONS

American Public Works  
Association (APWA), Member

**SEH OFFICE LOCATION**

Appleton, Wis.

**YEARS OF EXPERIENCE**

SEH: 2

Industry: 6

**EDUCATION**

Bachelor of Science  
Civil Engineering  
Michigan Technological  
University  
Houghton, Mich.

Six semester units towards  
a Master's in Project  
Management at UW-Platteville

**CONTINUING EDUCATION**

Simplified Facility Design, Air  
Force Institute of Technology,  
Wright-Patterson Air Force  
Base, Ohio

Security Engineering Design,  
USACE, Scott Air Force Base,  
Illinois

**PROFESSIONAL  
REGISTRATIONS**

Professional Engineer in  
Wisconsin and North Carolina

**CERTIFICATIONS**

LEED Green Associate (LEED  
GA), U.S. Green Building  
Council (USGBC)

**PROFESSIONAL  
ASSOCIATIONS**

Society of American Military  
Engineers (SAME), Member

Professional Engineers of North  
Carolina (PENC), Member

## Kristen Fuller PE, LEED GA

Assistant Project Manager | Project Engineer

Ms. Fuller is a project engineer with experience in design and construction. Kristen's experience includes six years in the Air Force where she managed the design and construction of facility improvements and infrastructure upgrades. Kristen is the lead construction inspector out of SEH's Appleton office and has worked with both the Wisconsin Department of Transportation and local municipalities. In addition to her work in the field, Kristen has project management experience including preparation of agency permits, project planning and design, and engineering calculations.

**RELEVANT EXPERIENCE****Ogden Street Bridge – City of Marinette, Wis.**

Project construction lead (PCL) on the construction of four pier protection cells in Marinette County. Kristen's duties included daily inspection, material compliance, submittal review, field calculations and personnel safety. This project consisted of pile driving, subsurface excavation, granular backfill and structural concrete.

**Condon Road – Village of Sherwood, Wis.**

Construction leader/inspector on the construction of a 1,000-ft. new road in rural Calumet County. Kristen's duties include daily inspection, submittal review and material compliance, and field calculations. The project includes grading, base aggregate, storm and sanitary sewer installation, concrete curb and gutter, and asphaltic pavement.

**STH 32 Oconto River Bridge and Approaches (WisDOT Northeast Region) – Oconto County, Wis.**

Lead assistant to construction leader and materials compliance officer on the construction of a two-span bridge in rural Oconto County. Kristen's duties included inspection, material compliance, field calculations and personnel safety. This project consisted of bridge demolition, concrete masonry bridges, pile driving, erosion control and approaches.

**EXPERIENCE PRIOR TO JOINING SEH****SH 42 Recondition (WisDOT Northeast Region) – Green Bay, Wis.**

Student engineer trainee on the 19-mile major reconstruction project for SH 42. Kristen developed initial material quantity calculations on the project.

**STH 55/CTH-KK Roundabout – Calumet County, Wis.**

Quality assurance monitor on the construction of WisDOT's Northeast region's first ever roundabout in Calumet County. Kristen was responsible for maintaining and contributing to the inspector's daily report, material sampling and testing, and personnel safety.

# Ryan Van Camp PE, CPESC, CFM

Water Resources Engineer

Mr. Van Camp is the civil practice center lead of the Appleton office. He brings extensive experience in engineering and planning of civil and water resource infrastructure, with an emphasis on evaluation of hydrologic and hydraulic systems affected by development and rehabilitation. Ryan has prepared flood study reports and stormwater management plans, conducted design review services, completed civil and site designs, and managed waterway and wetland permitting.

## RELEVANT EXPERIENCE

### **Sheboygan River Area of Concern Habitat Restoration – Sheboygan, Wis.**

Awarded American Public Works Association (APWA) 2014 National Project of the Year. Lead project engineer developing final design and construction plans for three ecological restoration projects to improve or restore habitat for fish and wildlife within the Sheboygan River AOC. The projects included incorporating multiuse recreational trails for beneficial use improvements. Ryan managed design subcontractors and provided construction phase services for WDNR, City and County collaboration projects utilizing Great Lakes Restoration Initiative (GLRI) grant funding to address habitat related beneficial use impairments.

### **Fire Station for Grand Forks Air Force Base Fire Station– Grand Forks, N.D.**

Civil engineer of record for a U.S. Army Corps of Engineers (USACE) Omaha District design-build project of a 30,343 sq. ft. consolidated crash/structural fire station. Ryan worked with the team on site design, including underground utilities and communications infrastructure, pavements, emergency vehicle access roads, parking lot, landscaping and wetlands mitigation. The project included the demolition of an existing fire station building and a maintenance building that included asbestos/lead removal and site restoration. LEED Silver certification was awarded for the station in 2012.

### **Noncommissioned Officer Training Academy, Phase II – Fort McCoy, Wis.**

Civil engineer of record for a USACE Louisville District design-build project of a 37,946 sq. ft. Noncommissioned Officer Training Academy at Fort McCoy. The facility project consisted of a 2-story classroom building and associated site improvements, which included a general instruction building, privately owned vehicle parking, paving, fencing, stormwater management facilities, landscaping and extension of utilities to serve the project.

## EXPERIENCE PRIOR TO JOINING SEH

### **Lutz Park and Fox River Recreation Trail – City of Appleton, Wis.**

Project engineer responsible for permitting, site design, and stormwater management involving biofiltration on improvements including a boat ramp and associated parking, shoreline stabilization, fishing piers/boardwalk, and a recreational use trail along the Fox River between Lutz and Vulcan Heritage Parks.

### **Harrington Beach State Park – Belgium, Wis.**

Project engineer for a Wisc. Dept. of Administration project at Harrington Beach State Park, which included the design of hard surface trail improvements and incorporation of two prefabricated bridges for ADA accessibility.



## SEH OFFICE LOCATION

Appleton, Wis.

## YEARS OF EXPERIENCE

SEH: 7

Industry: 17

## EDUCATION

Master of Science  
Civil Engineering  
University of  
Wisconsin-Milwaukee

Bachelor of Science  
Civil Engineering  
University of  
Wisconsin-Milwaukee

## CONTINUING EDUCATION

U.S. Geological Survey:  
Geomorphic Analysis of Fluvial  
Systems

40-hour Hazardous Waste Site  
Worker training

XPSWMM Training Workshop

PSMJ Resources, Inc.:  
A/E/C Project Management  
Bootcamp

University of Wisconsin-  
Madison, Engineering  
Professional Development:

Detention Basin Design,

Storm Water Quality  
Improvement,

Soils Engineering,

Foundation Engineering,

Using SLAMM & P8 Models

Using HEC-RAS Fundamentals,  
Unsteady & Advanced Steady  
Flow



#### SEH OFFICE LOCATION

Appleton, Wis.

#### YEARS OF EXPERIENCE

SEH: 5

Industry: 20

#### EDUCATION

Master of Science  
Urban and Regional Planning  
University of Arizona-Tucson

Bachelor of Science  
Conservation Biology  
University of  
Wisconsin-Madison

Certificate in Environmental  
Studies  
University of  
Wisconsin-Madison

#### CERTIFICATIONS

Certified Planner, American  
Institute of Certified Planners  
(AICP)

ENVISION Sustainability  
Professional, Institute for  
Sustainable Infrastructure

Integrated Community  
Sustainability Planning  
Certification, The Natural Step

Charrette Facilitator, National  
Charrette Institute (NCI)

#### PROFESSIONAL ASSOCIATIONS

Institute for Sustainable  
Infrastructure (ISI),  
Professional Development  
Committee, Member

Wisconsin Downtown Action  
Council (WDAC), Member

American Planning Association  
(APA), Wisconsin Chapter  
Member Sustainable  
Communities Division Member

## Andrew Dane AICP, ENV SP, NCI

### Funding Specialist

Mr. Dane brings several years of successful community development experience assisting both rural and urban communities as well as private businesses. Andrew is a highly skilled and confident group process leader and facilitator, with extensive experience designing and leading public participation and community engagement processes. He specializes in project planning and design related to downtown and neighborhood revitalization; community planning and economic development; and recycling, solid waste and renewable energy planning.

#### RELEVANT EXPERIENCE

##### **Trail System Master Plan (ALTA Planning & Design) - Appleton, Wis.**

Project manager and senior planner responsible for leading public involvement efforts and providing recommendations associated with a citywide off-street multi-use trail system plan. This study included a comprehensive analysis of existing trail system conditions, public participation, project development, priority ranking and funding recommendations.

##### **Appleton Downtown Master Plan and Comprehensive Plan Update (City of Appleton) – Appleton, Wis.**

Project manager and senior planner responsible for leading public involvement efforts and integrating market analysis and planning recommendations into the final plan. This study included downtown business retention and expansion recommendations, public art and creative placemaking, riverfront analysis and linkages, urban design guidelines, block level land use and transportation recommendations.

##### **Marshfield Comprehensive Plan Update (City of Marshfield) – Marshfield, Wis.**

Project manager and public involvement specialist responsible for designing and facilitating community visioning workshop to kick off this comprehensive plan update.

##### **Waterfront Master Plan (Town of Gibraltar) – Fish Creek, Wis.**

Project manager and planner for developing master plan for waterfront and downtown Fish Creek. Andrew led public involvement activities, community visioning, and overall coordination for a holistic study examining parking, waterfront access, circulation, land use, and green infrastructure issues and opportunities.

##### **54th Street Public Engagement and Preliminary Engineering (City of Edina) – Edina, Minn.**

Sustainability specialist for integrating the ENVISION rating tool into public engagement and preliminary engineering for this urban streetscape and stormwater planning study.

##### **STH 42 Planning and Alternatives Development (Town of Gibraltar) – Fish Creek, Wis.**

Project manager and planner for corridor amenity study focused on downtown Fish Creek. The purpose of the study was to identify and quantify costs and funding options for priority projects embraced by the Town and residents.

##### **Gateway Northwest Business Park (City of Eau Claire) – Eau Claire, Wis.**

Planner for the industrial park project. Andrew's work included data collection, plan development and preliminary land use and residential development concepts.

##### **Village Master Plan (Village of Sherwood) – Sherwood, Wis.**

Project manager and planner for new commercial and residential development in the Village of Sherwood. Andrew led public involvement activities as well as the SEH team including transportation engineers, architects and community development specialists. This project developed a community-wide master plan to guide future growth on over 300 acres of undeveloped land.

# Gregg Calpino LA, LEED AP BD+C

Landscape Architect and Planner

Gregg brings 25 years of planning and landscape architecture experience. He has served as project director and designer for major master planning, design and renovation projects throughout the Midwest. His areas of expertise include parks and open space, trails and greenways, waterfronts, streetscapes, sub-area and corridor plans and community planning and involvement. Gregg has demonstrated the ability to lead complex, multidisciplinary projects with aggressive schedules and budgets and has proven success at guiding these projects through the public and stakeholder engagement process. He is the recipient of more than 30 local, regional and national design awards.

## RELEVANT EXPERIENCE

### **Building the Great River Landing – Onalaska, Wis.**

Project manager and design lead for planned public amenities and linkages that will provide safe access to the waterfront with clear connectivity to the downtown and Main Street. The project includes schematic design of a new downtown trailhead and linkages to the Great River State Trail, Main Street plaza and pedestrian bridge, water-based recreation and environmental education and nature trails. The project was developed through an open and transparent public three-day schematic design charrette.

### **Dunes Kankakee Trail – Chesterton and Porter, Ind.**

Project manager and senior landscape architect for a feasibility study of a multi-use 26-mile regional trail connecting Porter County communities with Indiana Dunes State Park. The feasibility study identified a preferred alignment, right-of-way needs, design character and standards, opinion of probable construction cost and phasing strategies.

### **Wolf Lake Regional Park and Trails (Hammond Port Authority) – Hammond, Ind.**

Senior landscape architect for over six miles waterfront trails and boardwalk, including wayfinding and overlooks. The trail system provides a strategic link between Illinois and Indiana as part of the 55-mile Marquette Greenway Trail.

### **Grand Round North Loop – St. Paul, Minn.**

Lead urban designer for the northern 13 miles of the St. Paul Grand Round, an urban greenway connecting the city's network of historic parks, parkways and community destinations. The project includes holistic designs for placemaking and wayfinding and an integrated public art component. The process has included extensive community and stakeholder engagement, including a three-day community charrette.

### **Lakefront and Riverwalk Repair and Maintenance Plan – Portage, Ind.**

Project manager working closely with the SEH team and the City of Portage and National Park Service leadership and staff to prepare plans that will guide short and long term repairs and maintenance at the most heavily visited site within the Indiana Dunes National Lakeshore. The documents include a Repair and Maintenance Plan along with an Operations and Maintenance Plan.



## SEH OF INDIANA

Munster, Ind.

## YEARS OF EXPERIENCE

SEH: 4

Industry: 27

## EDUCATION

Bachelor of Science  
Landscape Architecture  
University of  
Wisconsin-Madison

## PROFESSIONAL REGISTRATIONS

Landscape Architect in  
Illinois, Indiana, Minnesota,  
Wisconsin, and Colorado

## CERTIFICATIONS

LEED AP BD+C, U.S. Green  
Building Council (USGBC)

## AWARDS

Gregg is the recipient of more  
than 30 local, regional and  
national design awards.



## Jeremy Tomesh PE

### Transportation Facilities Engineer

Jeremy is a senior professional engineer with 16 years of transportation and civil engineering experience, including planning, design and construction of highway and street projects. He provides professional engineering solutions and helps to identify the specific needs of a community by working with local and state officials and the stakeholders to find an overall project solution. Jeremy's experience includes working on transportation planning studies, traffic studies, roadway and street design, stormwater design and compliance, parking studies, pedestrian and bicycle trail projects, residential and industrial developments and construction management.

### RELEVANT EXPERIENCE

#### STH 16 Traffic/Pedestrian Study – City of Onalaska, Wis.

Project manager for the pedestrian study which included initiatives to safely improve pedestrian circulation, linking the major employment centers to the commercial establishments within the project area. Jeremy provided planning level design of bike and pedestrian facilities, a report summarizing the findings, and coordinated study activities with the City and local businesses. The study identified locations for needed sidewalks, multi-use paths, wayfinding, and gathered valuable information during a public forum hosted by the City and Gundersen Health System. The study also provided recommendations and cost estimates to improve pedestrian access, mobility, and wayfinding in the project area based on feedback from the City and local stakeholders.

#### Wyalusing State Park Road Restoration Project – Grant County, Wis.

Project manager for the restoration of Long Valley Road within Wyalusing State Park. This project was constructed in fall 2015 and included the replacement of six major waterway crossings. Coordination with park staff, Burlington Northern Santa Fe Railroad and the U.S. Fish & Wildlife Service were required to finalize a plan set and schedule minimized impacts to the users of the park and affected agencies.

#### USH 14/61 South Avenue Reconstruction Project – City of La Crosse, Wis.

Project engineer for the roadway reconstruction project on South Avenue between Green Bay Street and Ward Avenue. The project is currently underway and includes intersection control evaluations, alternative analysis, public involvement and preliminary design. Jeremy is part of the Community Advisory Group, thus his involvement with local businesses/residents in the area is ongoing. He is also involved with working on solutions to bike and pedestrian access and safety of the corridor.

#### STH 16 Reconstruction and Bridge Replacement (WisDOT Southwest Region) – La Crosse, Wis.

Project manager for the preliminary design of this reconstruction project for STH 16 from CTH B (Gillette Street) to STH 157. This project is currently underway and includes significant public and agency coordination, complex design, constrained environment, construction staging and an environmental document process under a compressed schedule. Extensive wetland delineation, archeology and historical surveys, coordination with Native Americans, and collaboration with multiple local government agencies are all integral to project success.

### SEH OFFICE LOCATION

La Crosse, Wis.

### YEARS OF EXPERIENCE

SEH: 4

Industry: 16

### EDUCATION

Bachelor of Science  
Civil Engineering,  
University of  
Wisconsin-Madison

Certificate  
Construction Management  
University of  
Wisconsin-Madison

### CONTINUING EDUCATION

Designing for Pedestrian  
Safety, National Highway  
Institute (NHI)

Alternate Intersection Design,  
National Highway Institute  
(NHI)

Uncertainty in Cost Estimating,  
National Highway Institute  
(NHI)

Work Zone Traffic Analysis,  
University of Wisconsin

Safety & Operational Effects  
of Geometric Design, National  
Highway Institute (NHI)

Urban Drainage Design,  
National Highway Institute  
(NHI)

Systematic Development of  
Informed Consent, Institute for  
Participatory Management and  
Planning

### PROFESSIONAL REGISTRATIONS

Professional Engineer in  
Wisconsin



Proposal for

# WINNECONNE TO OMRO MULTI-USE TRAIL STUDY

Winneconne, Wisconsin

April 27, 2016

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April 27, 2016

Mr. Mitchell W. Foster  
Village Administrator  
Village of Winneconne  
30 S 1st Street  
Winneconne, WI 54986

RE: Winneconne to Omro Multi-Use Trail Study Proposal  
Winneconne, Wisconsin

Dear Mr. Foster:

IIW, P.C. looks forward to the opportunity to plan a trail connection between Winneconne and Omro. The Village of Winneconne will benefit from IIW's core values of "Integrity. Expertise. Solutions," and our experience coupled with attention to detail. The IIW team represents a comprehensive, highly qualified group of professionals with extensive experience in trail projects.

Our project manager, Julie Neebel, is completing the implementation of a trail connection between the City of Platteville and the Village of Belmont, as described later in this proposal. The original vision of the project was to utilize the former rail corridor owned by the Wisconsin DNR and established as the Pecatonica State Trail. With the resistance of the adjacent property owners because the corridor severed their fields, the actual development of the trail and identification of an agreeable route has taken until 2016. The knowledge and experience gained during the design phase of this project (in accordance with WisDOT Transportation Alternatives Funding and WDNR Stewardship Funding) enables us to understand true implementation costs and perform master planning for a route which can be implemented when funding is secured.

Completion of the Belmont Mound Trail project and a seven mile roadway reconstruction for WisDOT in Lafayette County, Wisconsin gives the project team availability to complete the project in a timely manner, including collection of public input. A schedule goal might be to have initial public involvement prior to the departure of seasonal residents. A more detailed schedule will be developed upon selection.

This proposal provides a scope of services which can be accomplished for the fee indicated. If the fee is beyond the budget envisioned, we can discuss ways to alter the scope and still achieve the goal of the project. With the current Winnebago County Bicycle and Pedestrian Plan being developed, there may be information gathered from that effort that would be of assistance in this effort.



We look forward to demonstrating the value our complete analysis offers to the Village.

#### **CONTACT INFORMATION**

The primary contacts for this project will be:

Julie P. Neebel, P.E.  
(563) 556-2464  
j.neebel@iiwengr.com

Christopher A. Becklin, E.I.T.  
cell (651) 492-5916  
c.becklin@iiwengr.com

If you have any questions, or require additional information during the decision-making process, please contact us.

Sincerely,  
IIW, P.C.

Handwritten signature of Julie P. Neebel in black ink.

Julie P. Neebel, P.E.  
Project Manager

Handwritten signature of Christopher A. Becklin in black ink.

Christopher A. Becklin, E.I.T.  
Design Engineer

Handwritten signature of Michael A. Jansen in black ink.

Michael A. Jansen, P.E., S.E.  
CEO/Wisconsin Satellite Office Manager



# FIRM PROFILE & SERVICES



Founded in 1982, IIW, P.C. has 34 years of experience providing creative and innovative solutions to our clients. Employee-owned since 1999, our success is based on our people and their client-centered approach to their work. We have over 75 employees offering expertise in architecture; civil, environmental, municipal, structural, and transportation engineering; land surveying; and construction services.

**Core Values** "Integrity. Expertise. Solutions." This is our motto and the values that drive our firm. Integrity illustrates the importance of earning trust and respect through honesty, serving our clients' interests with sincerity, establishing long lasting relationships, and placing a high value on our reputation. Expertise represents our commitment to expanding and transferring our knowledge, expanding our capabilities, and accepting challenges as opportunities. Solutions will be based on thorough analysis of our clients' goals, applying creativity, design, and innovation to gain the highest level of value. The resulting solutions are documented with technical accuracy to meet constructability and performance requirements.

**Quality** Quality is embedded in our culture. We have long established procedures for peer reviews of our work. These reviews are supported by design checklists that are constantly evolving to enhance our production and operation processes and provide consistency.

**Project Management** We understand that a design solution is only as good as its implementation. Therefore, we assign experienced professionals as project managers to our projects to provide effective and respectful leadership. Our project managers understand that proper planning and communication are critical to delivering the project ahead of schedule and within budget.

**Sustainability** We are committed to the stewardship of our planet. We are a member of the U.S. Green Building Council (USGBC) and many of our professionals are Leadership in Energy & Environmental Design Accredited Professionals (LEED AP). Sustainability is instinctive to our design approach and we incorporate the principles of "green" design into every one of our projects. We constantly seek to promote healthy environments to enrich where people live, work, play, and learn.



## OFFICE LOCATIONS

4155 Pennsylvania Avenue  
Dubuque, IA 52002

127 A West 76th Street  
Davenport, IA 52806

101 South Seventh Avenue  
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St. Cloud, MN 56301

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# PROFESSIONAL SERVICES



## STRUCTURAL ENGINEERING

- > Building Structures
- > Building Modifications
- > Retaining Walls
- > Industrial Applications
- > Structural Assessments
- > Geotechnical Analysis

## MUNICIPAL ENGINEERING

- > Urban and Regional Planning
- > Water Distribution Systems
- > Capital Improvements Planning
- > Street Improvements / Streetscape
- > Mapping
- > Sanitary Sewers

## TRANSPORTATION ENGINEERING

- > Highways
- > Airports
- > Railroads
- > Bridges
- > Highway Safety Training
- > Traffic Engineering
- > Traffic Impact Analysis
- > Recreational Trails
- > NBIS Bridge Inspections

## LAND DEVELOPMENT & CIVIL ENGINEERING

- > Commercial / Business Parks
- > Storm Water Management
- > Residential Development
- > Industrial Parks
- > Recreational Facilities
- > Site Design
- > Hydraulics and Hydrology
- > Floodplain Development

## ARCHITECTURE

- > Building Design
- > Facility Planning
- > Facility Assessment
- > Feasibility Studies
- > Building Restoration
- > ADA / Building Code Reviews
- > Cost Estimating
- > Forensic Engineering
- > LEED Accredited Professionals

## ENVIRONMENTAL ENGINEERING

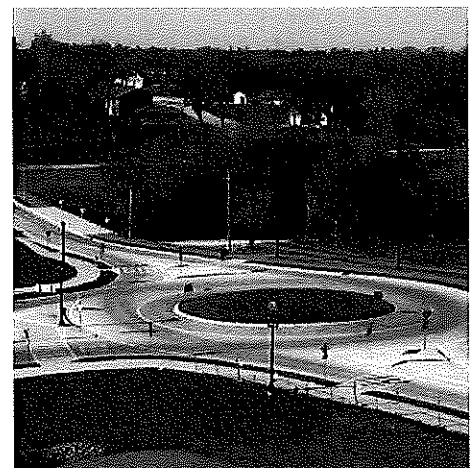
- > Wastewater Treatment
- > Water Treatment / Storage
- > Hazardous Material Assessments
- > Geothermal Well Supply
- > Water Supply (Wells)
- > Wetland Delineation
- > Instrumentation & Controls
- > Environmental Documents

## LAND SURVEYING

- > Boundary and Topographic Surveys
- > ALTA / ACSM Land Title Surveys
- > Route and Bridge Surveys
- > Aerial Control Surveys
- > Construction Surveys
- > Lot Surveys
- > Subdivision Platting
- > Acquisition / Right-of-Way Plats

## CONSTRUCTION SERVICES

- > Concrete Testing and Inspection
- > Asphalt Inspection
- > Soil Density and Compaction
- > Soil and Aggregate Gradation
- > Welding and Bolting Inspection
- > Soils Classification
- > Masonry Testing and Inspection



# PROJECT APPROACH & SCOPE

# PROJECT APPROACH & SCOPE

The Village of Winneconne and Village of Omro are interested in establishing a multi-use trail which will connect the two communities.

The intended use for the trail is based on the season. The anticipated uses during the spring, summer, and fall months include bicycle and pedestrian traffic. During the winter months, the trail is anticipated to be used by cross country skiers, snowshoers, and snowmobilers. Based on the area, having a sizeable seasonal population with additional multi-use trails will add to the appeal of the area as a vacation destination. Development of trails also serves as a resource for those who live in the area. Off road trails, such as the proposed trail between Winneconne and Omro, provide a recreational opportunity for all levels and ages of cyclists, from the inexperienced to the experienced, pedestrians, and winter activities. The Village is looking to become part of the Winnebago County wide initiative for trails.

The Village has identified a former railroad corridor as an ideal location for a direct route connecting Winneconne and Omro. The rail corridor has been deeded to the adjacent property owners in the early 1970's and at some locations appears to be farmed with the adjacent lands and is no longer a visible corridor. A utility line appears to be contained within the former rail corridor. The Villages have requested that a preliminary planning analysis be performed to work to identify a feasible route, determine what eligible grants can be used to help fund the development of the trail, and identify the necessary costs to design and construct the proposed trail, including the cost of property acquisition. This planning analysis will investigate up to two preliminary trail routes to determine viability and acceptability with adjacent property owners, select a preferred route which will allow identification of the required permits and property acquisitions, and will allow identification of potential funding sources that could be pursued for the proposed trail, and establish a cost estimate for the trail components for use in grant applications. For cost estimating purposes, the trail design criteria will



follow the Wisconsin Bicycle Design Guide to meet requirements if Transportation Alternatives Funding is received.

Key Considerations for the proposed alignment include:

- > Acceptance by the adjacent property owners (willingness to grant an easement or sell property for use of the trail).
- > The terrain to allow a reasonable construction cost and meet trail design criteria.
- > Trail design to meet Wisconsin Bicycle Facility Design Handbook published by the Wisconsin Department of Transportation.
- > Permits required.
- > Impacts to any cultural and natural/environmental resources.
- > Emergency vehicle access.
- > Width of trail corridor.

## FIELD INVESTIGATION

A field investigation would be included to identify existing features that could prevent or increase the cost of constructing the trail along an identified route. This investigation will consider impacts to natural resources, if there are endangered species within the corridor, if there are wetlands within the corridor, or potentially hazardous material. The WDNR has a recreational trail wetland permit that allows disturbance of wetlands up to 0.23 acres of wetlands, if it can be proven the proposed project cannot avoid wetland impacts and the proposed project minimizes wetland impacts to the greatest

## PROJECT APPROACH & SCOPE

extent practicable. If these criteria cannot be met and additional wetlands are disturbed, there is a project cost associated with mitigation of the wetland disturbance.

The DNR Stewardship grant application requires a hazardous material assessment. In the potential trail corridor, there may be creosote treated railroad ties which could be considered a regulated hazardous material and, in general, a former rail corridor has potential for hazardous material due to the past usage of the corridor.

### DESIGN CRITERIA

The terrain is a consideration to make the trail as ride-able for all ages as possible and also to meet design criteria. Generally, trails that are considered ADA accessible do not exceed grades of 5% (a gain of 1' in elevation over 20' of length).

Trail design criteria impacts the width of the trail (10' is typical, although in extreme cases 8' is allowed); grades as mentioned above; horizontal alignment (how sharp or tight the curves are); visibility (removing obstructions that prevent seeing an oncoming trail user); clear area (distance the edge of the trail is from obstructions or placement of fencing to protect the trail users from obstructions or drop offs); and surfacing (some funding requires a hard paved surface instead of a granular surface).

The width of the corridor needed depends on how much buffer space is desired between the trail surfacing and other land uses (such as crops or livestock pasture). The corridor width also is dictated by the means of the storm water conveyance. For example, if ditches are present to convey the water or if the stormwater will sheet over the trail.

The funding source impacts the criteria that a trail must follow. For example, if Wisconsin DNR Stewardship funding is used, the trail must be a separate facility and cannot be part of a roadway used by cars and trucks. Also, Stewardship funding does not allow property to be acquired by condemnation.



### PUBLIC INVOLVEMENT

The consultant team will work closely with the steering committee established for the development of this trail. The steering committee would guide the consulting team on the areas where there are options. The project team plans to meet with the trail steering committee and citizens in the area to receive input on their expectations for a trail along the proposed route. Public involvement will be a crucial component to the trail planning. Community support can help to strengthen any grant application associated with the proposed trail, and make the trail a successful investment for all parties involved.



# PROJECT APPROACH & SCOPE

The route planning effort will invite the various property owners along the proposed trail route to a public meeting to discuss the project and determine their willingness to work with the communities to identify a route with agreeable impacts to their property. This will enable the project to obtain the property necessary to construct the trail once funding is secured. Coordination with the property owners will also address if fencing will be needed between the trail corridor and the adjacent property, as this would be an added project cost.

## PROJECT MANAGEMENT FOCUS

Upon selection of the IIW team, a schedule will be defined and the scope and associated lump sum fee confirmed. The IIW project manager will prepare the contract for the work to be done. The IIW project manager will provide monthly updates which include tasks completed, and schedule for remaining tasks.

The scope of services below provides more detail about the proposed evaluation and how the project team will work together to identify a viable route, identify the property that would need to be acquired and the cost for the acquisition of the property, anticipated construction costs, and costs for engineering and construction observation.

## SCOPE OF SERVICES

1. Prepare a base map for use on the project. The base map will be prepared utilizing Winnebago County GIS information showing the existing property ownership along the proposed trail route.
2. Conduct a "desk" review using Wisconsin DNR website and Federal Fish and Wildlife websites to determine if there are any areas of environmental concern that could preclude trail construction.
3. Attend a meeting with owner representatives (steering committee) to share and develop information, review design criteria, and verify the objectives of the project. Items to be discussed include:
  - > Design parameters: trail width and surface type, design speed dictating allowable radius (if applicable),



allowable grades.

- > Trail head access and parking access, if desired.
  - > Previous discussions with property owners, are there property owners known to be in opposition of the project?
  - > Any concerns or limiting factors such as shallow bedrock or poor soil conditions.
  - > Drainage concerns.
  - > Environmental concerns, potential for wetland impacts, endangered resources.
4. Coordinate with existing utility in the former rail corridor to identify what easement is present and the viability of constructing the trail within the existing utility easement.
  5. Coordinate with the Wisconsin Department of Transportation to determine the acceptability of constructing a trail within the Right of Way of State Highway 116.
  6. Send letters to property owners along the proposed route and the general public to attend a community involvement meeting to look at route options. In addition, invite property owners to schedule time during a six hour time block the day following the public meeting for a one on one meeting with the Engineers and owner representatives to discuss their individual property. These meetings will be utilized to determine where they are willing to have the trail located and if there are any special considerations such as field access that needs to cross the proposed trail route.
  7. Perform a preliminary onsite inspection along the proposed

## PROJECT APPROACH & SCOPE

routes to identify any possible environmental impacts and potential wetlands.

8. Based on meeting with the owner representatives, property owners and the two communities, and preliminary field investigation, up to two possible trail layouts will be developed as potential trail routes.
9. Conduct a second community involvement meeting, in either the Village of Winneconne or the Village of Omro (the opposite of where the initial community involvement meeting was held).
10. Identify eligible grant funding opportunities, and include an anticipated cost to apply for the eligible grants.
11. Meet with the owner representatives to review the revised alignments and property to be acquired to confirm the route to be carried forth into the study report. Meeting will present advantages and disadvantages of each route to assist the owner in making a determination.
12. Prepare a report which includes a summary of the study and documentation used to determine a total project budget. The report will identify options for grant funding and a summary of the requirements for each grant. The total project budget will include:
  - a. Anticipated cost of the construction for the two trail routes with either a granular or asphaltic surface.
  - b. Grant writing and grant administration costs.
  - c. Property acquisition costs, the estimates for property acquisition will be determined from recent land sale values and assessed property values.
  - d. Design engineering including topographic survey, permitting, development of plans and specifications, development of acquisition or easement plats, and bidding.
  - e. Construction engineering costs including observation and material testing as well as construction administration.



iiw

FEE

# FEE

TASK/SCOPE ITEMS	TOTAL FEE PER TASK
Exhibits and Desktop Environmental Review for Meeting with Owner Representatives	\$1,400.00
Design Meeting with Owner Representatives	\$1,300.00
Utility and WisDOT Coordination	\$1,000.00
Letters to Property Owners and Meeting Time with Them	\$2,100.00
2 Community Involvement Meetings	\$1,800.00
Onsite Environmental Investigation	\$1,000.00
2 Trail Layouts, Develop Pros & Cons	\$5,450.00
Grant Research and Developing List of Grants and Cost for Application	\$1,200.00
Meeting with Owner Representatives with Pros & Cons of Options	\$1,500.00
Cost Estimates and Report for Selected Option	\$2,100.00
<b>Total</b>	<b>\$18,850.00</b>